

INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Position Title and Series Code: Supply Clerk Assistant; PSA-805

Basic Function of Position:

This position is located in the Supply Section of the General Services Office. The incumbent assists the Supply Clerk with management and control of expendable supplies and with receiving paperwork. Position will also assist skilled tradesman as needed.

Major Duties and Responsibilities:

Receiving supply requests through the ILMS system and updating the inventory tracking system, as necessary. Manages the expendable supply room, ensuring that all products are well organized and properly inventoried. Preparing and filling supply orders to be distributed to customers. Assist the Supply Clerk in receiving, including the preparation of electronic receiving reports. Unloading boxes and stocking shelves. Assisting Supply Clerk in spot checks comparing stock inventory to database.

Assisting colleagues in the GSO and Facilities Maintenance section to identify, procure, and stock supply materials, as needed.

Other duties as assigned.